

DEPARTMENT OF THE ARMY  
HEADQUARTERS, UNITED STATES ARMY ALASKA  
Fort Richardson, Alaska 99505-5000

United States Army Alaska Regulation 415-1

15 May 2003

Construction

Troop Construction Process

**Summary.** This regulation outlining the procedures for selecting and completing troop construction projects has been revised. It contains the process, responsibilities, and coordinating actions. The G3 is the project's technical supervision proponent.

**Applicability.** This regulation applies to all military units, commanders, tenant organizations, and directorates on all United States Army Alaska (USARAK) posts and training areas intending to use engineer troop units to complete tactical and nontactical projects.

**Supplementation.** Deputy Chief of Staff, G3 (Operations and Plans) (G3) encourages supplementation of this regulation with their concurrence.

**Interim changes.** Interim changes to this regulation are not official unless the Director of Information Management authenticates them. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

**Suggested improvements.** This regulation's proponent agency is the G3. G3 invites users to send comments and suggested improvements on Department of the Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms) directly to APVR-RPTM-R.

Contents

	Paragraph	Page
Purpose .....	1	1
Referenced forms.....	2	1
Explanation of abbreviations .....	3	2
Responsibilities .....	4	2
Sequence .....	5	5

Appendixes

- A. Yearly Milestones ..... A-1  
B. Project Flowchart for Troop Construction..... B-1

1. Purpose

This regulation's purpose is to document the procedure for committing engineer troops to complete selected projects. For general information, this regulation describes the identification and selection process for projects that are likely to become troop projects.

2. Referenced forms

- a. DA Form Form 2028 (Recommended Changes to Publications and Blank Forms) is a referenced form. It is cited in the suggested improvements statement.

\*This regulation supersedes United States Army Alaska Regulation 415-1, dated 15 May 1999.

## **USARAK Regulation 415-1**

b. Department of Defense (DD) Form 1354 (Real Property, Transfer and Acceptance of Military) is a referenced form. It is cited in paragraph 4e(7)

c. Engineering Housing Support Center (EHSC) Form 4283 (Facilities Engineering Work Request) is a referenced form. It is cited in paragraph 4d(4).

### **3. Explanation of abbreviations**

- a. app .....appendix
- b. BOM .....bill of materials
- c. DA.....Department of the Army
- d. DD .....Defense Department
- e. DPW .....Directorate of Public Works
- f. EHSC .....Engineering Housing Support Center
- g. G3.....Deputy Chief of Staff, G3 (Operations and Plans)
- h. S3 .....Operations and Training Officer (United States Army)
- i. STB.....Special Troops Battalion
- j. USARAK.....United States Army Alaska

### **4. Responsibilities**

a. Each respective post commander chairs the Troop Construction Board for their post. They will develop a prioritized list of projects they propose for approval by the garrison commander. Refer to appendix A for schedule of boards and construction meetings for preconstruction and construction years.

b. The post commanders present their proposed projects to the garrison commander. The garrison commander, as the command group representative, decides which proposed projects to approve as troop construction projects for assignment.

c. The G3—

(1) Has overall responsibility for troop construction technical coordination, as outlined in the project process.

(2) Hosts the Troop Construction Board meeting.

(3) Reviews projects with Special Troops Battalion (STB), Operations and Training Officer (U.S. Army) (S3) to determine if the training value is appropriate for troop construction.

(4) Schedules construction with other master training calendar events. Prepares USARAK and/or support cycle taskings for construction projects to the constructing unit.

(5) Prepares decision briefings for the command if necessary.

## USARAK Regulation 415-1

(6) Collects descriptions of projects from all customers and presents projects to the Troop Construction Board.

(7) Creates milestones (see app A).

d. The project initiator (customer)—

(1) Lobbies the Troop Construction Board to accept the project.

(2) Periodically inspects the project with the constructing unit officer in charge/noncommissioned officer in charge and notes discrepancies. The project initiator also inspects and accepts the completed project.

(3) Orders government supplies and equipment not provided by the bill of materials (BOM) and coordinates for reimbursement of the constructing unit if they procure them.

(4) Completes and validates EHSC Form 4283 (Facilities Engineering Work Request) with the Directorate of Public Works (DPW) to ensure proper work classification before the Troop Construction Board. Provides initial information and identifies a representative to work with project engineers.

(5) Provides a point of contact to participate in scope, designing, cost estimating, and inspection.

(6) Presents projects at the annual Troop Construction Board meeting.

(7) Schedules a site visit with the DPW, the STB, and the constructing unit to determine project feasibility.

e. The STB—

(1) Reviews projects with the G3 to determine if the training value is appropriate for troop construction.

(2) The S3 engineer is the advisor to the STB commander, the DPW director, the post commanders, and the G3 regarding the capacity of all troop engineer units.

(3) Once the project is approved and accepted by the STB, the S3 engineer will write the construction directive to the constructing unit, obtain the dig permit and/or Record of Environmental Consideration, draft the memorandum of agreement between the STB and the customer, and either draft the plans internally or utilize the DPW engineers to prepare and certify the construction prints.

(4) The S3 engineer will conduct periodic inspection of each project to ensure the constructing unit is following the specifications and performing quality work.

(5) The S3 engineer will coordinate all quality assurance/quality control inspections with post safety, the DPW project manager, and the customer as outlined in the quality control plan developed by the constructing project officer.

(6) Once the project is complete, will draft the project acceptance memorandum and have the customer sign the document, which releases the STB from further construction tasks.

(7) Submits a completed project folder to the DPW engineering section for execution of a Defense Department (DD) Form 1354 (Real Property, Transfer and Acceptance of Military), to be submitted to the DPW real property accountable officer for Integrated Facility System input and funding requirements.

## **USARAK Regulation 415-1**

### **f. The constructing unit—**

(1) The commander of the unit performing the construction assigns a unit project officer, works with the customer and the DPW engineers, and performs the actual work.

(2) Develops a detailed project folder that addresses safety, work efficiency (critical path method), quality control, and logistics, including a final BOM.

(3) Schedules a project brief with the STB battalion commander, S3, the DPW project manager, and the customer to propose the construction schedule and identify any shortcomings.

(4) Executes the project according to the STB construction standard operating procedure. The constructing unit will do its best to complete the project in the specified amount of time but delays will occur when training, BOM shortages, weather, or deployments interfere with construction. The constructing unit is responsible for updating the DPW and the customer on any changes to the design or to the timeline on a continuous basis.

(5) Prepares a project completion report when ready for the final inspection. Submits, with this project completion report, the completed project folder, including all costs associated with the project, to the S3. Submits a completed project folder to the DPW real property accountable officer for installation Integrated Facility System input and funding requirements.

(6) After passing the final inspection from post safety and the DPW project manager, schedules a ribbon-cutting ceremony when appropriate and turns the project over to the customer.

### **g. The DPW—**

(1) Submits EHSC Form 4283 to the post engineers office for validation in terms of authorized requirements. After validation, the EHSC Form 4283 will be entered into the planning process. Then, after the Troop Construction Board meets, they will determine the design method appropriate for the project and assign a project manager to develop the design, scope, and cost estimates.

(2) Advises the G3 on the proposed troop construction's feasibility during the Troop Construction Board meeting or as developments arise.

(3) Coordinates supply and design engineering within the DPW. If the design cannot be completed in house, DPW will contract out the design and bill the customer with the customer's approval.

(4) Estimates the troop construction budget for future years and programs funding.

(5) Monitors work orders and design status, etc. and schedules completion of design and procurement of BOM, if appropriate, to coincide with the constructing unit's timeline.

(6) Provides cost accounting of DPW activities and provides cost reports to the constructing project officer and the customer to be captured in the final project folder.

(7) Determines the BOM procurement method, whether it is by the constructing unit or by the DPW.

(8) Draws and distributes as-built plans.

(9) Comments on project feasibility based on recommendations from internal departments (environmental, real property, roads and grounds, etc.).

(10) The engineering section will maintains a historical construction file for retrieval and use records.

**h. The Troop Construction Board—**

(1) Consists of a representative from all engineer units within USARAK, post commanders, the G3 engineer, a representative of the customer wanting a project considered for troop construction, the DPW post engineer and noncommissioned officer in charge (all posts), the DPW chief of engineering, the DPW chief of strategic plans, the DPW chief of environmental department, and a post safety representative.

(2) Reviews potential projects, prioritizes the project list, and makes recommendations to the post commander on which projects the post commander should recommend to the garrison commander.

**5. Sequence**

The following paragraphs list a project's sequence of events. See appendix B for a simplified flowchart of the same.

**a. Project sources include—**

- (1) Unit conceived.
- (2) Command directed.
- (3) Base development.

**b. The following will occur at the Troop Construction Board meeting—**

- (1) The G3 requests and collects projects. The holdover list from the previous year is reevaluated.
- (2) The STB S3 engineer and the G3 review the project list for suitability for troop construction. They consider deployment schedules, training value, and other missions.
- (3) The customer lobbies for the project and supplies justification, including funding verification.
- (4) Priorities of work are set and constructing units are matched with projects.
- (5) An environmental estimate is made.
- (6) Points of contact are made known.

c. The DPW project manager and the STB S3 engineer lead all concerned parties in the development of the scope of work and cost estimate evaluations. The DPW assigns the engineer estimator.

d. The DPW programs government supplied equipment and the Regional Contracting Office Alaska prepares supplemental contracts.

e. The post commander decides which projects to recommend for approval and their priority-based input from the Troop Construction Board and presents a list of proposed projects in order of priority to the garrison commander for final approval and incorporation into the garrison commander's prioritized construction list.

f. The garrison commander, the STB commander, and the G3 brief the commanding general if necessary.

g. The G3 publishes the troop construction list and milestones for planning, estimating, environmental, materials procurement, and construction.

## **USARAK Regulation 415-1**

h. Project supplies should already be funded before they are considered for troop construction by the STB. The G3 is responsible for seeking funding from the Program Budget Advisory Committee if the project is determined essential but unfunded from the post commander.

i. The DPW project manager, the STB S3 engineer, the engineer unit, and the project owner meet to finalize the design, conduct a detailed estimate, and produce a BOM.

k. The DPW, STB, or the project owner orders the BOM.

l. Construction begins.

m. The DPW project manager, the post engineer noncommissioned officer in charge, and the customer periodically visit the construction site to inspect materials, design, and progress.

n. The engineer unit and the DPW project manager periodically report to the customer and the G3 regarding progress, updated milestones, and other significant information.

o. Upon project completion, the project engineer, the troop engineers, and the customer inspect it before acceptance. The engineer unit, DPW, G3, and the customer determine carryover work, if any, and jointly publish a completion schedule.

p. The DPW collects as-built plans.

FOR THE COMMANDER:

OFFICIAL:

*for [Signature]*  
JAMES B. RISELEY  
LTC, SC  
Director of Information Management

DAVID A. WOOD  
COL, GS  
Chief of Staff

## **Appendix A Yearly Milestones**

### **A-1. Third quarter (preconstruction fiscal year)**

- a. The G3 calls for next year's projects.
- b. The G3 assembles a project list.
- c. The DPW estimates cost, time, skills, and environmental impact.
- d. The DPW begins long-lead, environmental permits.
- e. The Troop Construction Board meets.
- f. The G3 publishes the Troop Construction Board meeting results.
- g. The post commander approves projects.
- h. The garrison commander approves the final project list and incorporates them into the garrison commander's prioritized construction list.
- i. The garrison commander, the commander, STB, and the deputy chief of staff, G3 brief the commanding general if necessary.
- j. The G3 finalizes and publishes next year's project list and adds to the master training calendar.

### **A-2. Fourth quarter (preconstruction fiscal year)**

- a. The G3 tasks STB to construct.

### **A-3. First quarter (construction fiscal year)**

- a. The Program Budget Advisory Committee directs funds.
- b. The customer accepts final plans.
- c. The DPW or STB orders the BOM.
- d. G3 tasks STB to construct.

### **A-4. Second quarter (construction fiscal year)**

- a. The DPW project manager, the engineer unit, and the customer complete final planning and coordination.
- b. The engineer unit publishes the construction timeline at the construction brief.
- c. The G3 tasks STB to construct.

### **A-5. Third quarter (construction fiscal year)**

- a. The work begins for the construction season.
- b. The G3 tasks STB to construct.

**USARAK Regulation 415-1**

**A-6. Fourth quarter (construction fiscal year)**

- a. The work ends for the construction season.
- b. The G3 tasks STB to construct.



## Appendix B Project Flowchart for Troop Construction

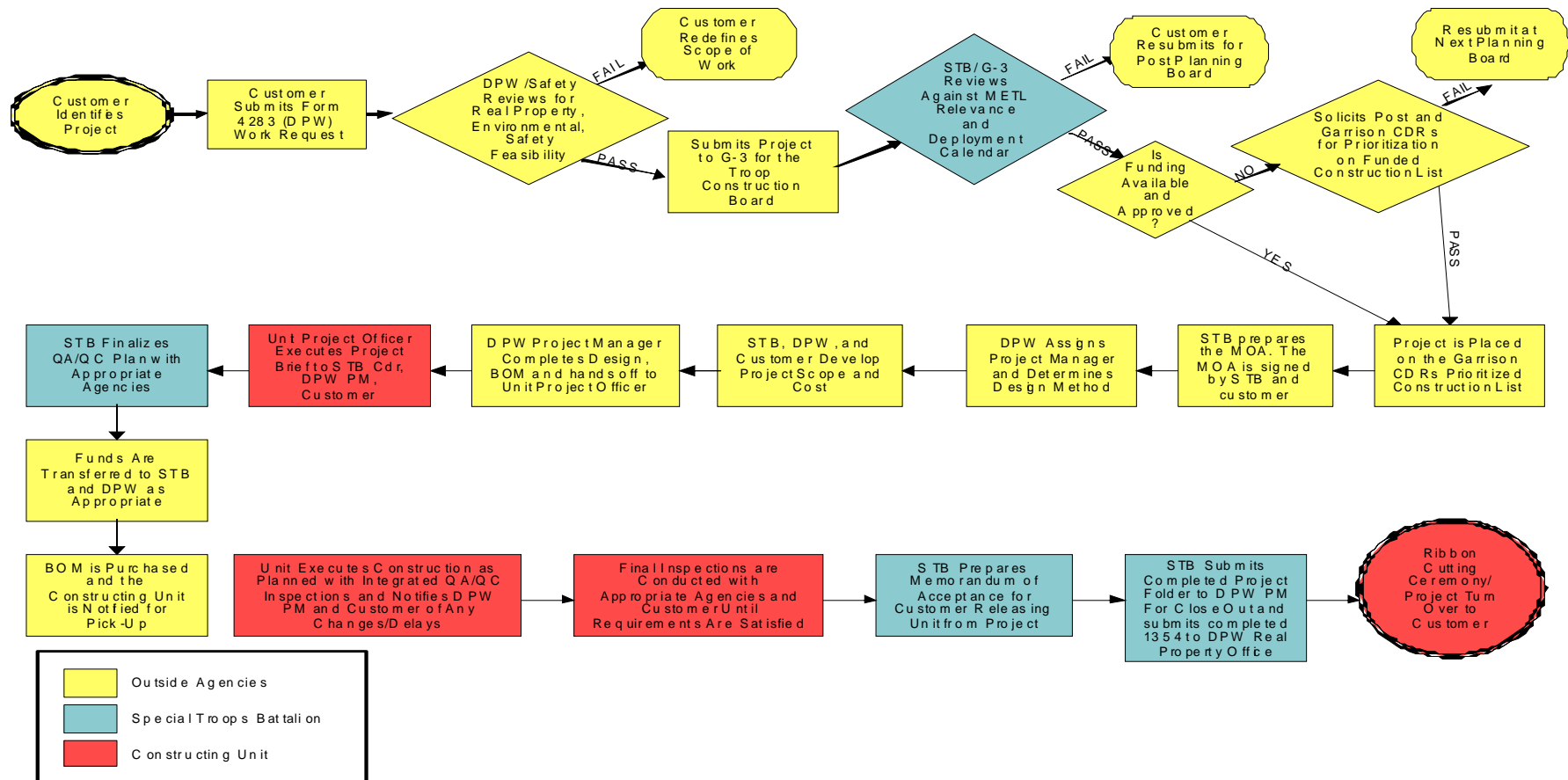


Figure B-1. Troop construction project life cycle